



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN #15-10

MEMORANDUM

TO: School Health & Nutrition Program Sponsors

FROM: Tina Herzog, Acting Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Unit

Lynn Ladd, Director
Arizona Department of Education, School Health and Nutrition Programs

DATE: September 29, 2009

SUBJECT: Revision of Policy on Changing Sponsor or Site Status during School Year

Original Signed

This memo is to inform all LEA's participating in the National School Lunch Program (NSLP) of a revision to the Arizona Department of Education's policy on changing sponsor or site status mid-school year. Please refer to CN Memo # 22-06 which stated:

- Any site that begins the school year participating in NSLP as a site must complete the school year under the same sponsorship which they began. If the site wishes to become a sponsor, they must wait and apply at the beginning of the following school year. In the same respect, sponsors will not be permitted to terminate mid-school year to become a site under another sponsor.

Due to upgrades in our system, this policy **no longer** applies. Although it is now possible for a site(s)/sponsor(s) to make these changes, there are restrictions. The transition of ownership of the site(s)/sponsor(s) **MUST** occur at month end. In the event a decision is made to make a change, LEA's should work with School Health and Nutrition Programs Department to ensure coverage of meals for students and provide accurate documentation and claims.

If you have questions or concerns regarding this memo, please contact your School Health and Nutrition Specialist at (602)542-8700.

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